

Standard English Braille.

Grades I. and II.

Revised and Edited jointly by the British National Uniform Type Committee and the American Committee on Grade II. representing the American Association of Instructors of the Blind, the American Association of Workers for the Blind, and the American Foundation for the Blind.

1932.

Price 1½d.

NATIONAL INSTITUTE for the BLIND
224-6-8, Great Portland Street, London, W.1.

Pamph

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On the back of this sheet the Alphabet will be found reversed,
AS IT APPEARS WHEN WRITING on hand frame.

BRAILLE ALPHABET.

1st LINE { A B C D E F G H I J

2nd LINE { K L M N O P Q R S T

3rd LINE { U V X Y Z and for of the with

4th LINE { ch gh sh th wh ed er ou ow W

5th LINE { , ; : . ! () " ? ' in

6th LINE { Fraction-line sign Numeral sign Poetry sign Apostrophe Hyphen
st ing ble ar com

7th LINE { Accent sign Italic or Decimal-point sign Letter sign Capital sign

Used in forming Contractions:

Compound Signs { * Dash Square Brackets Inner Inverted Commas

BRaille ALPHABET.

Compound Signs	* — ●	Dash — ●	Square Brackets [— ●	Inner Inverted Commas — ●

TABLE OF CHARACTERS IN GRADE I.

1st LINE	A	B	C	D	E	F	G	H	I	J
	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4
	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5
	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6

Line 1 is formed by the use of dots 1-2-4-5 and represents the first 10 letters of the alphabet, A—J.

2nd LINE	K	L	M	N	O	P	Q	R	S	T
	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4
	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5
	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6

Line 2 is formed by adding dot 3 to each of the characters of line 1, and represents the second 10 letters of the alphabet, K—T.

3rd LINE	U	V	X	Y	Z
	1—4	1—4	1—4	1—4	1—4
	2—5	2—5	2—5	2—5	2—5
	3—6	3—6	3—6	3—6	3—6

Line 3 is formed by adding dots 3-6 to each of the characters of line 1. Only the first five signs are used in Grade I., and these represent the remaining letters of the alphabet (with the exception of W), U, V, X, Y, Z.

4th LINE										W
	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4
	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5
	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6

Line 4 is formed by adding dot 6 to each of the signs of line 1. Only the last sign is used in Grade I., and this represents the letter W.

(The position of the letter W is explained by the fact that Braille is of French origin and W does not occur in the French alphabet.)

5th LINE	,	;	:	.	!	()	?	"
	1—4	1—4	1—4	1—4	1—4	1—4	1—4	1—4
	2—5	2—5	2—5	2—5	2—5	2—5	2—5	2—5
	3—6	3—6	3—6	3—6	3—6	3—6	3—6	3—6

Line 5 is formed by the use of dots 2-3-5-6 and repeats the signs of line 1 in a lower position. The fifth sign is not used in Grade I., and the ninth only in a Compound sign. The others express: dot 2, Comma (,); 2-3, Semi-colon (;); 2-5, Colon (:); 2-5-6, Full stop or period and the abbreviation point (.) ; 2-3-5, Exclamation point (!) ; 2-3-5-6, Round Bracket or Parenthesis (used both at the opening and close of a parenthesis) () ; 2-3-6 (before a word), Opening Quotation Mark (' or '), and (after a word), Interrogation Mark (?) ; 3-5-6, Close of Quotation Mark (' or ') (See Rule 1.)

6th LINE	Fraction-line sign	Numeral sign	Poetry-line sign	Apostrophe sign	Hyphen
	1—4	1—4	1—4	1—4	1—4
	2—5	2—5	2—5	2—5	2—5
	3—6	3—6	3—6	3—6	3—6

Line 6.—The second sign of this line is not used in Grade I. The other five express: dots 3-4, Fraction-line sign (- or /) ; 3-4-5-6, Numeral sign ; 3-4-5, Poetry-line sign ; 3, Apostrophe (') ; 3-6, Hyphen (-). (See General Rules 1, 2, 3, 5 and 15.)

NOTE.—The Numeral sign and Poetry-line sign of line 6 and the Accent sign, Italic sign, Letter sign, and Capital sign of line 7 are Braille Composition signs which are peculiar to the system, and have no ink-print equivalents.

7th LINE	Accent sign	Italic sign and Decimal-point sign	Letter sign	Capital sign
	1—●4	1—●4	1—4	1—4
	2—5	2—5	2—●5	2—5
	3—6	3—●6	3—●6	3—●6

Line 7.—This is formed by the use of dots 4-5-6. The second, third and fourth signs are not used in Grade I. The other four express: dot 4, Accent sign; 4-6 (before a word), Italic sign, and in numerals, Decimal sign; 5-6, Letter sign; dot 6 (before a word), Capital sign. (See General Rules 10, 12, 13, 14 and 15.)

COMPOUND SIGNS	Asterisk *	Dash	Square Brackets []	Inner Quotation Marks ' '
	1—4 1—4	1—4 1—4	1—4 1—4	1—4 1—4
	2—●5 2—●5	2—5 2—5	2—5 2—●5 2—5 2—5	2—5 2—●5 2—5 2—5
	3—●6 3—●6	3—●6 3—●6	3—●6 3—●6	3—●6 3—●6

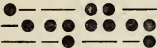
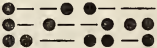
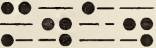
The Compound Signs express: Dots 3-5/3-5, Asterisk; 3-6/3-6, Dash (See General Rules 1, 8 and 9). Dots 2-3-5-6 preceded by dot 6, opening square bracket; 2-3-5-6 followed by dot 3, closing square bracket; 2-3-6 preceded by dot 6, opening inner quotation mark; 3-5-6, followed by dot 3, closing inner quotation mark. (See General Rule 6.)

GENERAL RULES.

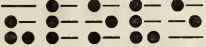

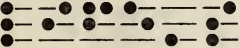
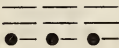

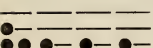
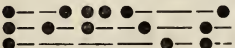
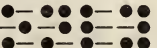

(1-19)

1. **Punctuation signs, Hyphen, Apostrophe, etc.**—In the use and order of these signs the practice of ordinary print must be followed.


2. **Abbreviations** current in ordinary literature are to be used. In writing such abbreviations the letterpress practice shall be observed. The Abbreviation point is expressed by dots 2-5-6.

Ex.  e.g.  viz.  M.A.





3. **Ellipsis**, a series of dots in print, denoting omitted matter, is represented in Braille by three consecutive dots 3. It should be treated and punctuated as a word.

 
  
 "Love is life's . . . sign"
   
 ". . . life's only sign"

4. **A Paragraph** should begin in the third cell of a new line Where space-saving is material, as in the case of manuscript books and magazines, a paragraph may be begun in the same line in which the preceding paragraph ends, when three clear spaces must be left. The latter method must not be used for a lettered or numbered paragraph.

7. **Parenthesis and Brackets.**—The sign for round brackets (parentheses)  is used both at the opening and close of a parenthesis.

The opening and close of square brackets used in letterpress for editorial interpolations, etc., are denoted thus :









  and  

8. **An Asterisk** represents not only the printed asterisk, but other print signs of reference, such as the double or treble asterisk, the dagger, double dagger, cross, etc.

The Asterisk is preceded and followed by a space (except where it is used as a note reference and followed by a numeral. See Rule 9.)

9. **Marginal or Foot Notes.**—A short and infrequent foot note may be written with an asterisk at the foot of the Braille page as in print, but since this is generally impracticable the following disposition of foot notes is recommended as the standard practice.

Short notes (consisting of a few words or short references) should be inserted in the text, immediately after the word or words to which they refer, and should be enclosed in **square** brackets. Longer notes should be placed at the end of the volume in which the references occur. The references in the text must be numbered consecutively throughout each volume and preceded by the asterisk, e.g. :

    *1     *2

Foot notes when placed at the end of a volume should be headed "Notes" on the third line of a new sheet. This sheet should be numbered straight on from the last page of text. The note sheet should have an inner margin of three clear spaces, in which should be written note numbers without asterisks. One clear space should be left after the note number, followed by the page and line of the text where the corresponding reference occurs. Note numbers should begin with 1 in each volume.

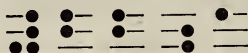
10. **The Accent Sign**, dot 4, is placed before all letters which in print are marked with any accent or other mark that cannot be expressed in English Braille, as in the words "Résumé," "Châlet," "Provençal," "Blessèd." In the case of contracted syllables in English words, e.g., "blessèd," the contraction may follow the accent sign.

In Students' books, and works containing long foreign quotations, the special accents should be used. (See Appendix A.)

11. **The Diphthongs** Æ and Œ should be written as separate letters, except in foreign languages, where special codes are used.

12. **The Capital Sign**, dot 6, when used, is placed immediately before a letter to indicate a capital. The capital sign may be doubled before a word or Roman numeral containing more than one letter to indicate that all the letters are capitals. Contractions may follow a Capital sign, it being understood that only the first letter is a capital.

13. **The Letter Sign**, dots 5-6, is placed before a letter when it is necessary to distinguish it from a numeral, thus:



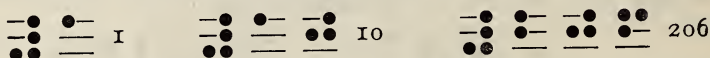
represents the figures 22, followed without an intervening space by the letter **a** (22a).

In contracted Braille this sign may also be placed before single letters to show that they do not stand for words, and before a word to show that it does not contain any English Braille contraction, but that all its signs bear the meanings given them in Grade I. (or in Appendix A.).

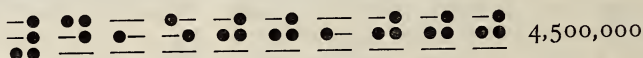
14. **The Italic Sign**, dots 4-6, is placed before a word to indicate that the word is in italics. When more than three italicised words occur in sequence, instead of italicising every word, the first is to be preceded by two and the last by one italic sign. In a long italicised passage the double italic sign should be repeated at the beginning of each new paragraph. In compound words joined by a hyphen one italic sign is sufficient. This also applies to abbreviated sequences such as **e.g.**, **i.e.**

15. **The Numeral Sign**, dots 3-4-5-6, is placed before the signs of line 1 when these are used to express figures.

a. **Cardinal Numbers** are written thus:



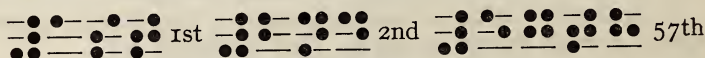
In numbers of more than three figures, the comma (dot 2) is used to divide off the thousands, thus:



As in print, no comma is used when writing the date of a year, e.g., 1930.

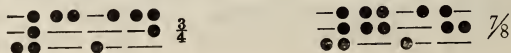
Numbers joined by the hyphen, e.g., 1760-5, do not require a second numeral sign unless the number is divided at the end of a line (after the hyphen), when the numeral sign should be repeated at the beginning of the following line.

b. **Ordinal Numbers** must be expressed by adding to the cardinal numbers the proper ending, thus:



In Contracted Braille the contractions for **st** and **th** should, of course, be used.

c. **The Fraction-line Sign**, dots 3-4, is used to separate the numerator and the denominator of a fraction. Fractions are written thus:



- d. **In Writing a Mixed Number**, the fraction is joined to the whole number by a hyphen, and the numeral sign is not repeated before the fraction, thus :

$\begin{array}{c} \text{---} \bullet \text{---} \text{---} \bullet \text{---} \text{---} \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \end{array} 8\frac{1}{2}$

- e. **The Decimal Point Sign**, dots 4-6, is placed between the numeral sign and any sign of line 1 which expresses a decimal figure, thus :

$\begin{array}{c} \text{---} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \end{array} .7$

- f. When a Decimal Fraction is joined to a Whole Number, only one numeral sign (that before the whole number) is required, thus :

$\begin{array}{c} \text{---} \bullet \bullet \text{---} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \end{array} 7.93$

- g. **Roman Numerals** are written as indicated in Rule 12, thus :

$\begin{array}{c} \text{---} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \text{V.} \quad \begin{array}{c} \text{---} \text{---} \bullet \bullet \bullet \text{---} \\ \text{---} \text{---} \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \text{XV.}$

If capitals are not used, they are preceded by the letter sign, thus :

$\begin{array}{c} \text{---} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \text{V.} \quad \begin{array}{c} \text{---} \bullet \bullet \bullet \text{---} \\ \text{---} \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \text{XV.}$

When inkprint omits the point following a Roman Numeral, Braille may do the same.

16. **Abbreviations of Value and Measurement.**—When in print a symbol or a literal abbreviation of value or measurement follows a numeral, the corresponding literal abbreviation or its equivalent, without the abbreviation point, may be placed in Braille before the numeral sign, thus :

$\begin{array}{c} \bullet \text{---} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \end{array} 3 \text{ lbs.}$

In a sequence of related terms only the abbreviation for the larger quantity is used, and the lesser quantity, with the numeral sign, follows close up, thus :

$\begin{array}{c} \bullet \text{---} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \begin{array}{c} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \end{array} 3 \text{ lb. } 1 \text{ oz.}$

$\begin{array}{c} \bullet \text{---} \bullet \bullet \text{---} \bullet \bullet \text{---} \bullet \bullet \text{---} \bullet \bullet \text{---} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \text{£6 8s. } 10\frac{1}{2}\text{d.}$

An exception occurs in decimal coinage where the decimal point is used, thus :

$\begin{array}{c} \bullet \text{---} \bullet \bullet \text{---} \bullet \bullet \text{---} \bullet \bullet \text{---} \bullet \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \$6.08 \quad \left(\begin{array}{c} \bullet \text{---} \bullet \bullet \text{---} \\ \bullet \bullet \bullet \bullet \bullet \bullet \end{array} \text{ is } \$ \right)$

List of Abbreviations.

pound sterling (£)	..	l	pound weight	lb
shillings	s	oz
pence	d	yd
guineas	gs	ft
dollars	lower d	in (spelt out or contracted)
cents	c	gal
mills	m	qt
francs	fr	pt
marks (reich)	rm	hr
rupees	rs	min (spelt out or contracted)
tons	t	
hundredweight	cwt	
quarters	qr	

(In addition to this list, any standard abbreviation may be used).

17. **Equivalents for Special Ink-Print Symbols :**

- ° (degree) ... dg followed immediately by the numeral sign
- % (per cent.) ... middle C, P (⠠⠠ ⠠⠠) followed immediately by the numeral sign
- § (section sign)... S followed by dot 3, followed immediately by the numeral sign
- ¶ (paragraph mark) ... par (spelt out or contracted) followed immediately by the numeral sign
- = (equals sign) ... two middle C's (dots 2-5/2-5) preceded and followed by a space

18. **References.**—When the saving of space is essential, and the meaning would be obvious to the reader, references may be contracted, thus:

Chapter 4, page 50,
line 8

Volume I., pp. 9-15

Pages 8 and 21

Heb. vi. 9

19. **Order of Composition Signs.**—When two or more Braille composition signs or punctuation marks occur together before a word, they are placed in the following order :

- The apostrophe precedes the Capital sign.
- The Letter sign precedes the apostrophe or Capital sign.
- The Italic sign precedes the Letter sign, the apostrophe, or the Capital sign.
- Quotation marks or brackets precede any of the Braille composition signs with the exception of the double Poetry-line sign.

The apostrophe when placed before figures to indicate omission of other figures, should be written after the Numeral sign, thus :

'92

11
GRADE II.

TABLE I.

1st LINE	{	A	B	C	D	E	F	G	H	I	J
		● — —	●● — —	●● — —	●● — —	● — —	●● — —	●● — —	●● — —	● — —	●● — —
2nd LINE	{	K	L	M	N	O	P	Q	R	S	T
		● — ●	●● — —	●● — —	●● — —	● — —	●● — —	●● — —	●● — —	● — —	●● — —
3rd LINE	{	U	V	X	Y	Z	and	for	of	the	with
		● — ●●	●● — —	●● — —	●● — —	● — —	●● — —	●● — —	●● — —	●● — —	●● — —
4th LINE	{	ch	gh	sh	th	wh	ed	er	ou	ow	W
		● — —●	●● — —	●● — —	●● — —	● — —	●● — —	●● — —	●● — —	●● — —	●● — —
5th LINE	{	'	;	:	.		!	()	"		"
		ea	be	con	dis	en	ff	gg	?	in	
		— — ●	— — ●●	— — ●●	— — ●●	— — ●	— — ●●	— — ●●	— — ●●	— — ●●	— — ●●
6th LINE	{	Fraction-line sign				Numeral sign	Poetry sign	Apostrophe		Hyphen	
		st		ing		ble	ar			com	
		— — —●		— — ●●		— — ●●	— — ●	— — —		— — ●●	
7th LINE	{	Accent sign					Italic or Decimal- point sign		Letter sign	Capital sign	
		— — —	— — ●●	— — ●●	— — —		— — —●		— — —●	— — —●	

Used in forming Contractions: —● —●● —●● —●● —●● —●●

Compound Signs	{	*	Dash	Square Brackets				Inner Inverted Commas			
				[]	[]	'	'	'	'
		— — —●	— — —●●	1—4 2—5 2●●5	1—4 2●●5 2●●5	1—4 2●●5 2—5	1—4 2—5 2●●5	1—4 2—5 2●●5	1—4 2—5 2●●5	1—4 2—5 2—5	1—4 2—5 2—5

TABLE II.

CONTRACTIONS.

SIGN	Word Sign. Column 1.	Initial Contractions.			Final Contractions.		
		Col. 2.	Col. 3.	Col. 4.	Col. 5.	Col. 6.	Col. 7.
	Standing alone.	Preceded by dot 5.	Preceded by dots 4-5.	Preceded by dots 4-5-6.	Preceded by dots 4-6.	Preceded by dots 5-6.	Preceded by dot 6.
●— —	a
●— ●— —	but
●● —	can	cannot
●● ●— —	do	day	ound
●— ●— —	every	ever	ance	ence	..
●● ●— —	from	father
●● —	go	ong	..
●— ●— —	have	here	..	had
●— ●— —	I
●— ●— —	just
●— ●— —	knowledge	know
●— ●— —	like	Lord	ful	..
●● ●— —	more	mother	..	many
●— ●— —	not	name	sion	tion	ation
●— ●— —	O	one
●— ●— —	people	part
●● ●— —	quite
●— ●— —	rather	right
●— ●— —	so	some	..	spirit	less	ness	..
●— ●— —	that	time	ount	ment	..
●— ●— —	us	under	upon
●— ●— —	very
●— ●— —	will	work	word	world
●— ●— —	it

TABLE II.

SIGN	Word Sign. Column I. Standing alone.	Initial Contractions.			Final Contractions.		
		Col. 2. Preceded by dot 5.	Col. 3. Preceded by dots 4-5.	Col. 4. Preceded by dots 4-5-6.	Col. 5. Preceded by dots 4-6.	Col. 6. Preceded by dots 5-6.	Col. 7. Preceded by dot 6.
	you	young	ity	ally
	as
	and
	for
	of
	the	there	these	their
	with
	child	character
	shall
	this	through	those
	which	where	whose
	out	ought
	be
	enough
	to
	were
	his
	in
	into
	was and by
	still

LIST OF ABBREVIATED WORDS.

ab	about	chn	children	lr	letter
abv	above	cd	could	mst	must
ac	according	shd	should	mch	much
acr	across	wd	would	sch	such
af	after	qk	quick	o'c	o'clock
afw	afterward	concv	conceive	perh	perhaps
ag	again	concvg	conceiving	pd	paid
agst	against	dcv	deceive	sd	said
al	also	dcvg	deceiving	to-d	to-day
alm	almost	percv	perceive	to-m	to-morrow
alr	already	percvg	perceiving	to-n	to-night
alt	altogether	rcv	receive	hm	him
alth	although	rcvg	receiving	xs	its
alw	always	dcl	declare	yr	your
bec	because	dclg	declaring	myf	myself
bef	before	rjc	rejoice	thyf	thyself
beh	behind	rjcg	rejoicing	hmf	himself
bel	below	nec	necessary	herf	herself
ben	beneath	tgr	together	xf	itself
bes	beside	ei	either	onef	oneself
bet	between	nei	neither	yrf	yourself
bey	beyond	gd	good	ourvs	ourselves
bl	blind	grt	great	yrvs	yourselves
brl	Braille	imm	immediate	themvs	themselves
		ll	little		

The above List Alphabetically arranged :

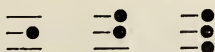
about	ab	children	chn	oneself	onef
above	abv	conceive	concv	ourselves	ourvs
according	ac	conceiving	concvg	paid	pd
across	acr	could	cd	perceive	percv
after	af	deceive	dcv	perceiving	percvg
afterward	afw	deceiving	dcvg	perhaps	perh
again	ag	declare	dcl	quick	qk
against	agst	declaring	dclg	receive	rcv
almost	alm	either	ei	receiving	rcvg
already	alr	good	gd	rejoice	rjc
also	al	great	grt	rejoicing	rjcg
although	alth	herself	herf	said	sd
altogether	alt	him	hm	should	shd
always	alw	himself	hmf	such	sch
because	bec	immediate	imm	themselves	themvs
before	bef	its	xs	thyself	thyf
behind	beh	itself	xf	to-day	to-d
below	bel	letter	lr	together	tgr
beneath	ben	little	ll	to-morrow	to-m
beside	bes	much	mch	to-night	to-n
between	bet	must	mst	would	wd
beyond	bey	myself	myf	your	yr
blind	bl	necessary	nec	yourself	yrf
Braille	brl	neither	nei	yourselves	yrvs
		o'clock	o'c		

GRADE II.—CONTRACTED BRAILLE.

In drawing up the following tables and rules for Grade II. it is assumed that those who wish to learn this Grade are already thoroughly acquainted with Grade I., as instructions which apply to both Grades will not be repeated. The signs which are in Grade I. have the same meaning in Grade II., but as will be seen from Tables I. and II., they are also used to express various other meanings.

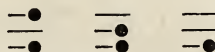
Definition of Contraction.

- a. **Contraction.**—A sign which is used to express more than one letter.
- b. **One-celled Contraction.**—A Contraction which only occupies one space or cell.
- c. **Two-celled Contraction.**—A Contraction which occupies two spaces or cells.
- d. **Lower Sign Contraction.**—A Contraction which contains neither dot 1 nor dot 4.
Compound Lower Signs.—A Lower sign Contraction which occupies two spaces or cells, but which counts as one.
- e. **Word Sign.**—A Contraction which is used to express a whole word, whether it occupies one or two cells.
- f. **Initial Compound Signs.**—Contractions which are formed by means of one of three signs of line 7, thus :



placed before an initial letter. (See Columns 2, 3 and 4).

- g. **Final Compound Signs.**—Contractions which are formed by means of one of three signs of line 7, thus :



placed before a terminal letter. (See Columns 5, 6 and 7).

Note.—The terms “initial” and “final” have no reference to position in a word, but merely indicate that in the one case the Contractions are made from the initial letter, and in the other from the final letter of the word or syllable contracted.

- h. **Abbreviated Words.**—These are represented by their characteristic letters, i.e., **abv** above.

RULES OF GRADE II.

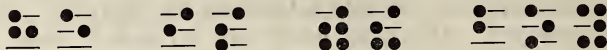
(20—38).

20. The contractions of Grade II. shall, subject to the rules given below, express the letters for which they stand, whether these letters form a whole or part of a word. (See Rule 34.)

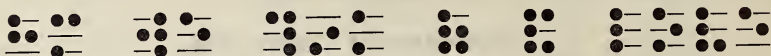
21. The Word Signs, **and, for, of, the, with, a**, may follow one another without a space between them, where the sense permits.

Ex. :

He is with the boy



Him we think of and love

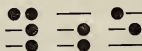


These Word Signs should be used as parts of words wherever possible (see Rule 34) in preference to any other contraction unless their use entails waste of space.

Ex.:



then



thence

22. The contractions of Column 1 Word Signs, with the exception of **and**, **for**, **of**, **the**, **with**, **be** and **in**, may only be used for the whole words for which they stand; nothing may be added to them except the apostrophe **s**, or punctuation signs. "**s**" may not be added to form the plural, nor may they be used to form parts of words when divided at the ends of lines, e.g., "more/over," "like/wise." Column 1 contractions may, however, with the exception of "**to**," "**into**" and "**by**," be joined to other words by the hyphen, to form genuine compound words, such as "**child-like**," "**so-called**," "**still-life**."

These Word Signs may be preceded by the contractions for "to," "into" and "by," and, with the exception of the Lower Signs, may be used when followed by the apostrophe, in familiar expressions such as "c't" for "can't"; "y're" for "you're"; "t's" for "that's."

23. The contractions for “to,” “into” and “by” are always to be written close up to the word or letter which follows. They may never be joined to other words by the hyphen to form compound words. They may be contracted before the numeral, capital, italic and letter signs, but not before any other Braille composition or punctuation sign.

In such phrases as " It was referred to yesterday," " He was passed by when others were noticed," " to " and " by " should be written in full, as they refer to the preceding verb and not to the word that follows them.

24. The contraction for “ea,” dot 2, may be used only when these letters occur between two letters (or contractions) of the same word in one line—it may never begin or end a word. It should always be used in preference to “ar” in such words as “**hear**,” “**dearth**,” etc. It should not be employed where the letters “e” and “a” belong to separate well-defined syllables as in “**react**,” “**readdress**,” “**preamble**,” but it would be permissible in “**realize**.” (See Rule 34.)

25. The contractions for “be,” “con,” “dis,” (except when “be” stands alone) may be used only as syllables either at the beginning of a word or at the beginning of a line in a divided word.

Ex.: connect disconnect

The contractions for “be,” “con,” “dis,” may follow the hyphen in a compound word, e.g., “self-disciplined.”

26. The contraction for “com” may be used only at the beginning of a word or of a line, and may not be used when it would be in contact with the hyphen or dash. It need not be a syllable.

Ex.: come comfort

27. The contractions for “bb,” “cc,” “dd,” “ff,” “gg” (which it will be seen are the letters “b,” “c,” “d,” “f,” “g” written in the lower position), may only be used when they occur between letters or signs of the same word and in the same line of Braille.

28. Any number of Lower Signs may follow each other if they stand for separate words written with a space between, e.g., “He was in his room.”

29. One Lower Sign may not follow another without a space unless one of them is in contact with a sign containing dot 1 or dot 4.

Ex.: come in.

30. Not more than two Lower Signs may join each other.

Ex.: to come linen.

Exception 1.—Any number of punctuation or composition signs may follow each other.

Ex.: He said “Sing ‘Homings.’”

Exception 2.—“His,” “was,” “be” and “were” must not be contracted before or after a dash as they could be mistaken for punctuation signs.

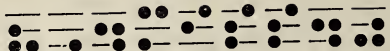
Exception 3.—The signs of Columns 2, 6 and 7 are not to be treated as lower signs.

Ex.: into some to comment

Exception 4.—A Compound Lower Sign, such as the sign for “into,” the dash, inner quotation marks or square brackets, counts as one Lower Sign.

Ex.: into compartments

Exception 5.—The capital sign (dot 6) is not to be treated as a Lower Sign.

Ex.:  "Dismiss."

31. Contractions for "**ing**" and "**ble**" must not begin a word, but may begin a line in the case of divided words. The "**ble**" sign represents the numeral sign when standing in front of other characters.

32. Initial Contractions (the contractions of Columns 2, 3 and 4) may be used either as words or parts of words, as "**partner**," "**departmental**," "**counterpart**." (See Rule 34.)

33. Final Contractions (the contractions of Columns 5, 6 and 7) may be used only as parts of words, as "**elementary**," "**blessing**," or "**careless**." They may not begin a word, e.g., "**lesson**," "**mentally**," nor may they be used as separate words, e.g., "**less**," but they may be used at the beginning of a line when the word is divided.

34. Contractions forming parts of words should not be used when they are likely to lead to obscurity in recognition or pronunciation, and therefore they should not overlap well-defined syllable divisions. Word signs should be used sparingly in the middle of words unless they form distinct syllables. Special care should be taken to avoid undue contraction of words of relatively infrequent occurrence. (See Appendix B.)

When words are divided at the end of a line, the **division must be at the end of a syllable**.

Note.—The Double Letter Signs are not considered to lead to obscurity because they retain the original letter form.

35. In cases where a word may, according to the above rules, be contracted in two or more ways, each saving the same amount of space, that way should be selected which produces the most readable combination of dots. For instance, when "**d**," "**r**," and "**n**" follow "**one**," contract "**ed**," "**er**" and "**en**" in preference to "**one**."

Ex.: "**toned**" is better than "**toned**," "**prisoner**" than "**prisoner**."

If the same space is saved simple contractions are better than two-celled word signs, e.g., "**ha/ddock**" not "**had/dock**."

Avoid using Double Letter Signs where there is an alternative single cell contraction, e.g., "**m-ed-dle**" not "**me-dd-le**."

36. Proper names should, subject to the rules given above, be contracted, but contractions must not be used in foreign words except when anglicised.

37. Abbreviated Words given in the list may be used in combination, but no addition may be made to any of them which would result in wrong spelling, as the use of "**declare**" (dcl) in "**declaration**" and "**conceive**" (concv) in "**conceivable**."

38. Abbreviations must not be divided at the end of the line, but they may be so divided from any additions made to them, e.g., “**imm-ly**” for “**immediately**.” An Abbreviated Word may not be used in combination unless it retains its original meaning, e.g., “**mst**” must not be used in “**mustard**,” “**shd**” in “**shoulder**,” nor “**its**” in “**merits**.”

APPENDIX.

A.
















The following rules contain additional signs for use in books where there is need of a more precise text than that which can be given in ordinary Braille. Musicians should learn the table of signs for accented letters, as they often occur in music.

In contracted Braille it will generally be necessary to put the letter sign, dots 5-6 (see General Rule 13) before a word containing any of these accented letters, which otherwise might be mistaken for Braille contractions. The letter sign, however, is not used in lengthy foreign quotations which are always enclosed in quotation marks. All foreign matter should be written out in uncontracted Braille.



ACCENTS, DIÆRESIS, etc.

Braille alphabets of foreign languages may be procured, and these should be used in books dealing exclusively with such languages.




The following will show the correct way of expressing in Braille the accented letters in French or Italian words occurring in English books :

 ç	 é	 à	 è	 ì
 ò	 ù	 â	 ê	 î
 ô	 û	 ë	 ï	 ü

The following signs are used for diphthongs :

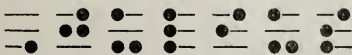
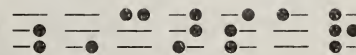
 æ	 œ
---	---

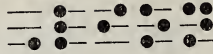
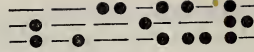
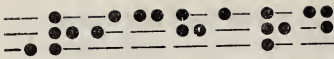
In German, the signs for the modified vowels are :

 ä	 ö	 ü
---	---	---

For any other marks occurring with letters in English books the accent sign (see General Rule 10) should be used.

Examples :

 Julius  Cæsar



Richard Cœur de Lion



fête



café

B.

SUPPLEMENT TO RULE 34.

Some Examples Illustrating Preferred Usage of Contractions.

Specified Contraction.	Used.	Not Used.
ed	edit	predict
e. ever	clever several	fever persevere
h. here	adhere herewith	heretic sphere
y. ity	fortuity	fruity
of	profit	profile
o. one	money honest alone	colonel pioneer anemone
s. some	handsomely	blossomed
t. time	timed	centimeter
u. under	undertake thunder	underived
ow	towards	

Notes

Notes